

## Facilities Services Bureau- Unit Orders

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### • Unit Order: 2009-01 FIXED ASSETS - PROCEDURES FOR REPLACEMENT AND RECEIVING NEW FIXED EQUIPMENT

#### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish a method to track and document any fixed asset that is to be replaced when a new fixed asset is procured.

#### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) personnel, especially managers, supervisors, warehouse personnel, and procurement staff.

#### **ORDER:**

**Replacement of Fixed Assets:** (Note: Contact the Procurement Manager for determination if fixed asset acquisition guidelines apply to the purchase):

When preparing a requisition to purchase a fixed asset (generally defined as equipment that costs \$5,000 or more), the requisition shall contain a sufficient description of the asset being replaced, *including the make, model, and serial number*. This information will be used to ensure that the Disposal of Surplus Property Form 635 is completed accurately and that fixed assets are properly accounted for.

Procurement staff will complete the "Exception Form - Request for Hiring, Services and Supplies and Capital Assets" for all General Funds request.

This requirement shall be enforced regardless of the disposition of the asset (i.e., disposed, redistributed to another county department, or offered for sale to another entity). FSB personnel are prohibited from making any arrangements for the sale or transfer of any county property.

#### **New Fixed Assets:**

Upon receipt of any new fixed asset purchase, a copy of the packing slip with signature of receiver along with a notation as to the location of the item is to be forwarded to Fiscal Administration, Attention: Inventory Control, and another copy to Central Supply.

Warehouse personnel shall be responsible for inputting all new fixed asset information into the MAXIMO system.

Upon receipt of any new fixed asset described as any type of vehicle (forklift, etc.), the FSB Vehicle Fleet Coordinator must be notified of the vehicle description, make, model, and serial number for reporting to Communications/Fleet Division.

## • Unit Order: 2009-02 MAXIMO RESPONSIBILITIES

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures to ensure that all MAXIMO, Facilities Services Bureau (FSB) Asset Management Program, entries are complete and accurate.

### **SCOPE OF ORDER:**

This order shall apply to all FSB personnel and covers all entries into MAXIMO, such as work orders, labor reporting, material, inventories, tools, etc.

### **ORDER:**

Each employee is responsible for their MAXIMO input. Login information, such as username and/or password, shall not be shared with other employees. When completing a work order, all FSB personnel are to accurately enter all labor hours, detailed logs, vendor services, and materials expended. Entries shall be made in a timely manner, in order to capture all activities and material used. In addition, any material or service that was ordered through purchase requisition/purchase order must be received and transferred to the work order as soon as possible.

The log entries are to be completed on a daily basis by staff working on the work order. Delays, discoveries, updated contact information, and/or unusual circumstances shall also be recorded in the log entry portion of the work order. Documenting the steps taken to complete the work order or providing sufficient background information in the event the work order is re-routed or assigned to another employee, is essential to the timely completion of work, as well as justification for instances when there will be delays or other difficulties involving the work order. If responding to a call out, labor entries should be completed the next business day. The intent for this is to enable the employee to return home as soon and as safely as possible. All overtime entries must be accompanied by a memo entry in the MAXIMO labor entry module.

In addition, any work order that requires assignment to another work group or craft shall be routed appropriately, according to the MAXIMO guidelines.

All FSB personnel shall enter new work orders in MAXIMO upon the discovery of a needed repair, regardless of craft. Employees shall immediately report to their supervisor any discovery which could require significant repair, impact, cost, or potential involvement of Department resources.

### **SUPERVISOR AND MANAGER**

All supervisors and managers are responsible for reviewing and approving the labor entries of their subordinates from the previous work day. A review of the materials utilized for a work order, the distribution of work, the log entry content, the re-routing of work orders to another craft, and the procurement of materials process is also required to ensure that the work order is managed appropriately. In addition, supervisors and managers are responsible for the timely monitoring and transferring (if necessary) of materials or services ordered through purchase requisition/purchase order to an inventory bin or work order once the materials/services ordered are received at the warehouse.

Supervisors and managers shall ensure older work orders for their regions are completed and closed, and work orders are evaluated in a timely manner.

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- **Unit Order: 2009-03 PROJECT APPROVAL**

**PURPOSE OF ORDER:**

The purpose of this unit order is to ensure that all project requests reported to management are vetted, and are approved for funding prior to the start of a project.

**SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) managers, supervisors, and personnel.

**ORDER:**

Any new project not considered routine maintenance must be approved by the FSB Director, through the appropriate chain of command. Approval must be obtained prior to any work being conducted on the project. All project requests must follow the Facilities Planning Bureau (FPB) Service Request Manual.

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- **Unit Order: 2009-04 VEHICLE INSPECTIONS AND SERVICE**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish a method to track and document the maintenance and condition of County vehicles assigned to Facilities Services Bureau (FSB).

**SCOPE OF ORDER:**

This order shall apply to all FSB personnel.

**ORDER:**

Personnel assigned an FSB County vehicle shall comply with requests for vehicle information such as mileage. Personnel shall be responsible for maintaining and scheduling vehicle service without delay. Personnel shall be required to forward any documentation of completed service repairs and routine service reports to the FSB Vehicle Fleet Coordinator.

Vehicle service intervals are established by fleet management. It is the responsibility of every driver to conduct a vehicle inspection prior to using any County vehicle. This inspection shall include a check of all fluid levels, tire pressure, lights, etc., to ensure the vehicle is in working order. If a defect is found, it shall be brought to fleet management's attention for repair.

**• Unit Order: 2009-06 FACILITIES SERVICES VEHICLES – GARAGING AND USE PROCEDURES**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures and guidelines concerning the garaging (parking overnight) of Facilities Services Bureau (FSB) vehicles.

**SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau personnel assigned a County vehicle.

**ORDER:**

FSB vehicles shall only be garaged overnight at a 24 hour Sheriff's Department facility (ex. Sheriff's station of jail), with the expressed permission of the operations staff at that facility. This is especially important at facilities that have limited parking.

Vehicles may not be parked overnight at locations that are not secured (lots, "unofficial parking areas" adjacent to 24-hour facilities, courthouses, other County department lots or yards) without prior approval of the Director of FSB.

**No county vehicle shall be driven or parked outside of Los Angeles County without prior advance approval of the FSB Director.**

**STARTING AND ENDING SHIFTS:**

Is it expected that each employee be present at their work assignment when their shift begins and ends. Unless expressed permission is given from a supervisor or manager, no FSB employee shall drive to or from their garage location as part of their work shift.

**CAR POOLING:**

FSB personnel are permitted to carpool using an assigned FSB vehicle as long as employee's shift start or end times are not impacted, and only with the approval and knowledge of their supervisors. Approval to permit the use of a vehicle for carpool purpose, must be within the guidelines of the Bureau. Vehicles will not be authorized for use as a carpool vehicle as a sole purpose. FSB supervisors, managers, and executives are not required to arrange or provide any carpool transportation for employees. Additionally, this privilege may be revoked by a supervisor or manager if any misuse, allegation of misuse, or misconduct is discovered.

**FSB county vehicles shall not be used for purposes other than County business.**

## **SUPERVISOR AND MANAGER RESPONSIBILITIES:**

Supervisors and managers have a duty to ensure that all County equipment, including vehicles, are used correctly and appropriately. The intent of this policy is to allow the use of FSB vehicles to fulfill the mission of this bureau. Each supervisor and manager shall account for all vehicles used by the employees under their direction. When considering the approval of vehicle use and garaging, the supervisor and manager shall take into account the needs of the Department and FSB.

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## **• Unit Order: 2010-01 DIGGING AND EXCAVATION PROCEDURES**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures to ensure that appropriate safety measures are utilized for digging and excavation work.

### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) personnel.

### **ORDER:**

Effective immediately, FSB digging and excavation procedures shall be followed for all digging and excavation work. The purpose of the procedure is to ensure that DigAlert, utility companies, and FSB management are fully aware of the intent to dig or excavate. This procedure requires that specific measures are taken to protect the health and safety of employees and workers.

### **PROCEDURE:**

The Director of FSB or his designee must authorize, in writing, any digging and excavating on County property. This permission is given based on the location of utilities and the assurance that a "competent person", as defined by Cal/OSHA Standard California Code of Regulations, Title 8, Section 1540 and 1541, will be on the work site during all digging and excavation processes. All existing County and Department policies and procedures shall be followed.

Any persons desiring permission to dig on County property must complete and submit a written **"Digging and Excavation Request"** memorandum and area sketch to the Director, three (3) working days in advance, to provide for proper clearing and investigation. Use of Departmental form (SH-AD-32A Office Correspondence) shall be used when submitting written requests. Under emergency conditions, the Director or his designee can waive this three-day requirement.

This procedure applies to all persons performing any digging and/or excavation that will exceed fourteen inches (14") in depth on Los Angeles County property.

A list of trained "competent person" personnel shall be maintained by the FSB Excavation Coordinator. The Coordinator shall be appointed by the FSB Director as a collateral duty. The Coordinator shall be responsible for assigning FSB personnel for training, which shall be repeated annually; maintaining and tracking

excavation requests; and updating a current list of trained "competent person" personnel.

At least two days prior to any excavation or digging on County Property, DigAlert must be called at: (800) 227-2600

**Excavation guidelines:**

**Any excavation forty-eight inches (48") or greater must:**

- Be provided with an adequate exit (steps, ladder, or ramp) every twenty-five feet (25") if employees are expected to enter.
- Be tested for hazardous gases or oxygen deficiency if such conditions are likely to exist (excavation near gas mains, laboratory buildings, underground storage tanks, marshes, creeks, or sewers).

**Any excavation five feet (5'0) or greater must:**

- Meet the conditions outlined above.
- Have an adequate means of protection (shoring or sloping) and be inspected prior to and during the work shift by a "competent person."
- The "competent person" must be on site at all times when employees are in the excavation and shall have the authority to stop work if hazardous conditions are detected. The "competent person" shall not be the equipment operator.
- Only persons receiving special training to the satisfaction of the Director of Facilities Services Bureau may be qualified as "competent persons."
- Employees shall not work under loads being handled by digging or lifting equipment.
- If employees enter the excavation, both the removed soil and other work materials should be stored a minimum of two feet (2') from the edge.
- Personal Protective Equipment (PPE), such as safety vests, safety shoes, hardhats, and safety glasses must be worn as appropriate for the work area.

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**• Unit Order: 2010-02 USAGE OF FSB POWER TOOLS AND EQUIPMENT**

**PURPOSE OF ORDER:**

The purpose of this unit order is to ensure the proper utilization of Facilities Services Bureau (FSB) power tools and equipment.

**SCOPE OF ORDER:**

This order shall apply to all FSB personnel.

**ORDER:**

Power tools can be hazardous when improperly used. There are several types of power tools, based on the power source: electric, pneumatic, liquid fuel, hydraulic, and power actuated. Everyone should be trained and

understand the potential hazards as well as the safety precautions to prevent those hazards from occurring.

As a result, no FSB power tools or equipment shall be loaned or provided to Department personnel, without the direct supervision of FSB personnel. This order is to ensure that all FSB equipment is operated in an appropriate manner to prevent injury.

No FSB equipment shall be operated by inmate workers.

Exceptions to this directive can be made in the event of a rescue or life-threatening emergency, or as approved by the Director of FSB. Personnel shall report such emergency requests to their immediate supervisor or manager for notification to FSB management as soon as practical.

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## • **Unit Order: 2010-04 PERSONAL PROTECTIVE EQUIPMENT**

### **PURPOSE OF ORDER:**

This Personal Protective Equipment (PPE) program documents steps Facilities Services Bureau (FSB) has taken to minimize potential injuries resulting from various occupational hazards facing our employees at different locations and facilities in which they work.

### **SCOPE OF ORDER:**

Personal Protective Equipment will consist of gloves, safety glasses, coveralls, and protective footwear. Other PPE, such as head or fall protection will be provided as job requirements dictate. This order shall primarily apply to FSB personnel during the course of any construction, repair or maintenance activity unless a higher level of PPE is required for a specific task or work environment.

### **ORDER:**

Personal Protective Equipment is used to create a protective barrier between the employee and hazards in the workplace. PPE is not a replacement for good engineering controls, administrative controls or work practices. Rather, PPE should be used in conjunction with these controls to ensure the health and safety of employees.

(Employees may substitute their own personal eyewear for the safety glasses as long as they meet the ANSI Z87.1 standard)

Protective footwear shall be purchased by each employee, at their own expense. The footwear shall be a solid black leather industrial boot or low/high-cut shoe, no athletic type of footwear is authorized. The footwear shall also meet or exceed ANSI Z41-91 or ASTM F 2413-05 standards, or specific elements of it in accordance with employee's job duties and responsibilities.

The following are examples of various protective footwear standards:

- Puncture Resistant (PR)
- Compression Rating (C/75)

- Impact Rating (1/ 75 )
- Slip Resistance (SR)

It is important that all PPE be kept clean and properly maintained to ensure proper safety protection. This unit order prohibits use of PPE that is damaged or is not able to perform its intended function.

- PPE shall be inspected, cleaned, and maintained by employees to whom it is assigned to at regular intervals as part of their normal job duties. Cleaning is particularly important for eye protection where dirty or fogged lenses could impair vision.
- Footwear requires routine inspection for cuts, holes, tears, cracks, worn soles and other damage that could compromise its protective qualities. Outsoles should be kept free of stones, tacks, nails, and other debris. Footwear should be cleaned according to the manufacturer's instructions.
- Bump hats or hard hats shall not be painted, imprinted, or have decals/stickers applied without written permission of the FSB Director. Paint may cause degradation of the shell and stickers can cover cracks or damage on the shell.
- Supervisors are responsible for ensuring compliance with cleaning responsibilities of PPE equipment by employees.
- If an FSB issued piece of PPE is in need of repair or replacement, it is the responsibility of the employee to bring it to the immediate attention of their supervisor and arrange for the replacement of the item. If the equipment is employee provided it is incumbent upon the employee to arrange replacement.

Personal Protective Equipment assists to shield or isolate employees from hazards that may be present in the workplace, but safety is also a personal responsibility and mindset. It's the mental state you've established in your mind that will keep you from injuring yourself or others. Avoid falling into the tedium of routine tasks or let urgency overrule your common safety sense. Utilize your training and experience to identify hazards, assess the risks associated with those hazards and implement controls or processes that will reduce those risks.

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## • **Unit Order: 2011-01 REPAIR OR MAINTENANCE OF NON-COUNTY EQUIPMENT ON COUNTY PROPERTY**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to ensure the appropriate Department Manual of Policies and Procedures are observed and followed.

### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) personnel who are accountable for the information contained within.

### **ORDER:**

The established policy and this directive pertaining to the maintenance and/or repair of privately owned or non-County equipment on any County premises shall be followed.

FSB personnel shall not use any County owned tools, apparatuses, or materials to perform maintenance, repair, or modification to any privately owned or non-County equipment or vehicles found on County property. Personnel violating this policy will be subject to disciplinary action.

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## • **Unit Order: 2014-04 PROCEDURES FOR CONTINUED OPERATION OF CUSTODY RELATED RECORDING EQUIPMENT**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures to ensure the continued operation of all custody related recording equipment and devices when performing maintenance, repair, or alteration work to said systems.

### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) personnel.

### **ORDER:**

Effective immediately, in the event any FSB employee is required to perform work on OCTV, CCTV, and/or network connected video recording systems that may render such system inoperative (such as the de-energizing of equipment), the employee shall first notify their immediate supervisor before proceeding.

### **PROCEDURE:**

The FSB supervisor or manager shall notify, coordinate, and obtain approval from both Data Systems Bureau Network Administrative Group and the affected facility's operations staff prior to performing work. Appropriate steps shall be taken to assure security recording systems are maintained for the duration and scope of work to be completed.

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## • **Unit Order: 2016-01 INDUSTRIAL INJURY APPOINTMENTS**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to clarify time allotted for Industrial Injury appointments.

### **SCOPE OF ORDER:**

This unit order applies to all Facilities Services Bureau (FSB) employees to ensure the proper use of

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authorized leave relating to Industrial Injury physician and physical therapy appointments.

**ORDER:**

The established policies and this directive pertain to the use of County time and the proper scheduling of time to visit a physician or physical therapist. It is at the discretion of the Unit Commander to approve time off during the workday. Physician and physical therapy appointments for medical treatment required to cure or relieve a compensable industrial injury or illness will be limited to no more than four (4) hours per day, or eight (8) per week, and are permitted only when the employee has returned to work, and when treatment has been authorized by the Worker's Compensation Third-Party Administrator.

Once an employee's injury is declared permanent or stationary, or declared as having reached maximum medical improvement, requested leaves to attend appointments may be permitted, but employees must utilize their own time. There are a few occasions where an employee is allowed a full day to attend appointments. These are for Agreed Medical Examiner (AME), Qualified Medical Examiner (QME), and LACERA medical evaluations due to the length of time it takes to conduct these evaluations.

**EMPLOYEE RESPONSIBILITY:**

- Schedule all doctor and physical therapy appointments at the beginning or end of their scheduled shift. Four (4) hours at the beginning or at the end of the shift will be allotted on County time, additional time will be the responsibility of the employee.
- Employees are required to provide a time-off request, and a satisfactory medical certification indicating they attended the appointment, which is on official letterhead of the medical provider, and includes the date of injury, physician's name and signature, telephone number, and time in and time out for each appointment.
- Employees shall work a minimum of four (4) hours (Code 099) on the day of the appointment.
- The maximum of four (4) hours of Code 150 leave per workday will be inclusive of both transportation time and treatment time and shall be authorized and subject to approval by the designated approver.
- It is not the responsibility of the Department to provide employee transportation to and from physician's or physical therapy appointments.
- Employees are responsible for documenting their Code 150 time used in MAXIMO for medical visits and physical therapy appointments. Employee shall indicate their reason for absence in the memo section of the labor entry field.

**SUPERVISOR RESPONSIBILITY:**

- Supervisors are to ensure that staff are fully aware of this directive.
- It is the supervisor's responsibility to obtain copies of employees' satisfactory medical certifications and submit to the FSB Return to Work Coordinator.
- Supervisors shall verify that the time utilized for medical visits and physical therapy appointments are properly documented in MAXIMO by the employee, upon their return to work.

• **Unit Order: 2016-02 REQUESTS FOR ESTIMATES AND SCHEDULES**

**PURPOSE OF ORDER:**

The purpose of this unit order is to clarify direction on requests for estimates and schedules.

**SCOPE OF ORDER:**

This unit order applies to all Facilities Services Bureau (FSB) employees to ensure the needs of the department are met in a timely manner.

**ORDER:**

The established policies and this directive pertains to timely responses to requests for estimates and schedules. FSB has established a five (5) business day turnaround period for all requests.

It is directed that all requests be made to the FSB Director. He/she shall review all requests and determine if all necessary documentation is attached. Once it is reviewed and approved it will be discussed and provided to the Manager II of the appropriate work group. The FSB Director will sign and date the request starting the time to be submitted to the requestor.

**MANAGER II RESPONSIBILITY:**

- Review fully and obtain any pertinent information that may be left out that he/she feels is necessary to proceed.
- Fully discuss the project with the Manager I and what is being requested.
- Set a deadline for the request to be completed and returned for review keeping in mind the five (5) business day turnaround that was established at the beginning of the request.
- If additional time is required for the information to be provided by the requestor, discuss the extension with the contact person and communicate this to the FSB Director.

**MANAGER I RESPONSIBILITY:**

- Review all information supplied and determine who will be handling the request.
- If an estimate is being requested, it needs to be supplied on the approved FSB estimate form.
- If it is determined that a craft supervisor or craft planner will be handling the request, the following must be ensured:
  - Set a deadline keeping in mind the deadline set on the request.
  - Discuss all pertinent information with the assigned individual.
  - Perform follow up during the set timeframe.
- Ensure deadlines are met at all levels. If an extension is requested, discuss with the Manager II.

**CRAFT SUPERVISOR OR CRAFT PLANNER RESPONSIBILITY:**

- Review all provided documents.

- If any information is required, discuss with the requestors representative to ensure that all information is obtained.
  - Perform a walk-through of the proposed work to ensure that all conditions depicted in the provided documents are correct.
  - Discuss any information necessary with the Craft Supervisors, if necessary.
  - Schedules
    - Schedules shall be on MS Project, no substitutes.
    - Discuss manpower requirements with the Manager I and supervisors.
    - Provide as much information on the schedule as possible.
  - Estimates
    - Utilize the FSB authorized estimate form only.
    - Quotes from vendors are not required on a standard estimate.
  - Submit to the Manager I in a timely manner to enable timely completion of this request.
  - Save all estimates, schedules, and information in the folder that was set up by the Manager I in the V-Drive including any research information such as photos, submittals or product information.
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## • **Unit Order: 2017-001 SUPERVISORS SHALL RESPOND TO TRAFFIC COLLISIONS INVOLVING COUNTY VEHICLES**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to ensure that all County vehicles involved in traffic collisions are properly documented by supervisors who respond to the scene.

### **SCOPE OF ORDER:**

This order shall apply to Facilities Services Bureau employee's supervisors, and managers, who are accountable for the information contained herein.

### **ORDER:**

In all cases, when collisions in which members are involved, shall be investigated by a supervisor. The supervisor shall respond to the scene of a collision involving a County/permittee vehicle.

A comprehensive memo shall be prepared by the supervisor and submitted to the operations sergeant with the supervisor's report stating an opinion as to the cause of the collision. The use or non-use of factory-installed safety belts shall be addressed in both the SH-R-257 and the comprehensive memo.

The guidelines listed in the Manual of Policy and Procedures for Supervisors' Report and Responsibilities (3-09-/070.10) shall be followed when completing a traffic report.

In the event that the collision/incident involves death, any injury to any of the involved parties, substantial property damage, and any unusual collision which could result in high loss litigation or at the discretion of the

unit commander / director, the supervisor shall immediately notify the Traffic Services Detail, Risk Management Bureau. If notification is to be made during other-than-normal business hours, Sheriff's Headquarters Bureau shall be notified, and the operation staff (Director, Assistant Director, or Operation Sergeant) shall be notified via telephone.

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## • **Unit Order: 2017-01 GPS TRACKING DEVICES INSTALLED ON COUNTY ASSIGNED VEHICLES**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish Facilities Services Bureau (FSB) policy to ensure consistent, uninterrupted operation of the Global Positioning System (GPS) devices installed in FSB County assigned vehicles.

### **SCOPE OF ORDER:**

This order shall apply to all FSB personnel, who may in the course of their normal duties utilize and/or operate a County vehicle.

### **ORDER:**

All County vehicles which have been assigned to FSB have been equipped with a GPS tracking device. These devices are utilized as a management tool to facilitate and determine the location of vehicles and related staffing resources in a real time. GPS vehicle tracking enhances FSB's ability to efficiently locate and dispatch nearby personnel and resources Countywide both during normal business operations and in the event of a significant incident.

This unit order prohibits employees from tampering, altering, disconnecting, or in any way interfering with proper operation of the installed GPS device.

### **PROCEDURE:**

If it is determined that a particular unit device has become defective or inoperable, the affected vehicle shall be scheduled for inspection and correction immediately. If upon inspection it is determined that the device has been intentionally disconnected, damaged, or comprised in any manner, an investigation will be initiated.

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## • **Unit Order: 2017-02 STANDBY SERVICES AND CALL-BACK POLICY**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to clarify the expectations regarding standby services and call back policy and procedures.

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**SCOPE OF ORDER:**

This unit order applies to all Facilities Services Bureau (FSB) employees to ensure that all personnel assigned to standby are aware of expectations of the Los Angeles County Sheriff's Department (Department) and expected response times.

**ORDER:**

To assist the Department in achieving its overall mission, it is mandatory for the members of our unit to participate in standby service and to respond to requests for callback duty for emergency repairs. The rules and compensation for this practice are part of the Memorandum of Understanding between the County of Los Angeles and the applicable Bargaining Unit.

Barring unforeseen circumstances, all personnel receiving standby pay are expected to be available for any calls for service. If such service requires you to report to work, you are required to report to that worksite within two (2) hours. All calls for service will be initiated by the dispatcher at Twin Towers Correctional Facility (TTCF) Main Control or FSB Management. If additional personnel are required the stand-by employee shall contact the supervisor on-call for approval. If the supervisor is not reachable, the manager on-call will review and approve the additional assistance request if warranted.

**EMPLOYEE RESPONSIBILITY:**

- It is the standby employee's responsibility to be aware of their standby schedule and respond to all callouts for their assigned craft in any region if needed. Failure to respond may warrant the employee to be subject to disciplinary action.
- Each employee is responsible for ensuring their provided contact information on the callout list is correct. A work cell phone as well as a personal contact number must be on the standby list. The employee is responsible for ensuring their cell phones are charged and in working order.
- If an employee is on a callout in a custody facility, the employee is responsible for checking their voicemail and communicating with TTCF Main Control at (213) 893-5100, by telephone hourly.
- Individuals wishing to swap standby duty must obtain the prior approval of their supervisor.
- In the event that additional help is required for the emergency, employee is responsible for contacting the on call supervisor or manager for approval. Line staff are not approved to call additional assistance.

**SUPERVISORS RESPONSIBILITY:**

- If an employee swaps standby, they are responsible for notifying the supervisor in advance. Once approval is given, the supervisor shall notify the FSB call center and verify the call out list is updated to reflect the change.
- Supervisors are responsible for formulating the standby list quarterly. It is to be submitted in the approved format to the Manager I of the region for review the last full week of each quarter for the next quarter.
- It is the supervisor's responsibility to ensure that standby assignments are equitable.
- The on-call supervisor is responsible for approving callouts when contacted by TTCF Main Control. In the event of a request for additional assistance, it is the on-call supervisor's responsibility to review the request and ensure that the correct personnel is contacted.

- On-call supervisors who encounter an emergency service request that they are unable to resolve due to either the magnitude of the problem or lack of experience in the craft associated with the problem should immediately contact the standby manager for assistance.
- In the event that an emergency is impacting an entire facility, notification to the on-call manager shall be done immediately.

**MANAGER RESPONSIBILITY:**

- The manager of each region is responsible for reviewing the standby lists quarterly ensuring that the standby assignments are done completely and equitably.
  - The Manager I of Corrective Repair 1 is responsible for ensuring all standby lists are completed and the weekly list is delivered to TTCF Main Control. The manager or his delegate shall pick up the standby logs when the new standby list is delivered and shall be responsible for ensuring that the list has been inserted in the call-out book.
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• **Unit Order: 2017-03 PERFORMANCE LOG ENTRIES**

**PURPOSE OF ORDER:**

The purpose of this unit order is to clarify the expectations of Facilities Services Bureau (FSB) Management with respect to the composition of Unit Performance Logs (UPL).

**SCOPE OF ORDER:**

This unit order applies to all FSB Managers and Supervisors. It sets guidelines on the writing of UPLs for all employees.

**ORDER:**

To assist the Department in achieving its overall mission, FSB Management has deemed it essential for all Managers and Supervisors to write UPLs for their assigned employees. Unit Performance Logs should be written as a Supervisory aid to memorialize specific events. Following MPP 3-02/085.10, the Unit Performance Log is to be comprised of interim Supervisory notations about an employee's performance during a given rating period.

It is a good management practice to meet with staff periodically to discuss their past performance and areas for improvement. Discussion should take place between the employee and the Supervisor to review the Unit Performance Log, employee goals, strengths, and weaknesses, and provide career guidance.

**SUPERVISOR RESPONSIBILITY:**

- The Supervisor is responsible for composing a UPL on an as-needed basis as a situation warrants.
  - Supervisors shall record positive and/or negative incidents as they occur during the course of each evaluation period. Supervisors will have access to this information to include in the employee's performance evaluation.
  - The documentation on a given employee in the Unit Performance Log shall be shown to and discussed
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with the employee by the Supervisor who recorded it. The Supervisor shall obtain the employee's signature as evidence that the employee saw the documentation.

- If the employee refuses to provide a signature acknowledging awareness of the documentation, the Supervisor shall have another Supervisor witness the refusal. Both Supervisors shall sign the documentation.
- The employee shall have thirty (30) days to file a written response to any adverse comment entered in their personnel file. Such written response shall be attached to the adverse comment.
- An employee shall have ten (10) days to file a grievance to any adverse comment entered in this unit performance log.
- Expired UPL documentation shall be maintained at the unit until the employee evaluation process is complete and shall then be destroyed.

**MANAGER RESPONSIBILITY:**

- The Manager I is responsible for ensuring each Supervisor assigned to them is in compliance with this Unit Order.
- The Manager I is responsible for performing a review of the UPL's generated by each Supervisor and providing them with assistance and feedback as needed.
- The Manager I is responsible for writing an UPL and reviewing and discussing its contents with the Supervisor or subordinate under their direction as needed or when warranted.
- The Manager II is responsible for ensuring their assigned area of command is in compliance with this Unit Order as well as performing these duties for any staff assigned to them.

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• **Unit Order: 2018-01 GROOMING STANDARDS**

**PURPOSE OF ORDER:**

The purpose of this order is to establish Facilities Services Bureau (FSB) policy in regard to required Grooming Standards.

**SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) uniformed personnel.

**ORDER:**

FSB staff that are provided uniforms or an allowance per their MOU are considered Uniformed Personnel and must comply with MPP 3-01/050-80, Grooming and Dress Standards.

The only exceptions to this policy are:

- Uniformed civilian personnel (e.g., Facilities Administration crafts, Custody Assistants, and Law Enforcement Technicians) who held status in their current classification before May of 1989, and who

then had worn a beard, may continue to do so providing it is neatly trimmed and groomed.

- Personnel that have medical reasons which make shaving of facial hair unfeasible and have provided documentation from a Physician, may display facial hair provided the individual must keep their facial hair neatly trimmed to a length no longer than one eighth (1/8) inch.
- Personnel are required to provide updated Physician's documentation on a semi-annual basis. Appointments required to obtain documentation must be conducted on the employee's personal time.

**PROCEDURE:**

Managers and supervisors have an obligation to identify personnel that are not following the MPP and Unit Directives. If an individual is not in compliance, it is the managers and supervisors responsibility to follow through until that individual is in compliance.

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**• Unit Order: 2020-01 EMPLOYEE TOOL INVENTORY AUDIT**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures to ensure that all employee County issued tools are inventoried on an annual basis, and as needed.

**SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) personnel that are assigned tools by the Los Angeles County Sheriff's Department to perform their daily duties. An annual inventory audit shall be completed prior to an employee's annual performance evaluation due date to ensure documentation of the inventory is reflected in the employee's evaluation and as needed due to security reasons, retirement, employee transfers and relocation.

**ORDER:**

Each employee is responsible for maintaining possession and security of their assigned tools. All tools assigned to an individual will be assigned through the FSB warehouse and documented in MAXIMO. The employee can retrieve a copy of their tool inventory list through MAXIMO.

Each employee that is assigned tools shall have an annual tool inventory audit completed prior to their annual performance evaluation due date. The FSB warehouse will notify the individual and the supervisor of the date and time of their scheduled annual tool inventory audit. In the event that an employee is unable to complete the inventory on the assigned date, the employee's supervisor shall be responsible for rescheduling with the FSB warehouse and ensuring the employee is notified of the reschedule date.

Additional tool inventory audits may be initiated and conducted at anytime during a rating period as needed and will be scheduled at the discretion of the supervisor or management.

If any tools are found to be lost or stolen, it is the responsibility of the employee to notify their immediate

supervisor. The employee shall file a Lost/Stolen County Property Report with a local police station. The employee shall complete and submit a memorandum from the employee addressed to the FSB Director explaining how the tool was misplaced, lost, etc.

### **SUPERVISOR AND MANAGER:**

All supervisors are responsible for contacting the FSB warehouse to request a tool inventory be performed when any of the following occurs:

- Prior to an approved line staff employee assignment change (transfer) to an alternate work location, or geographic region.
- Upon notification of a pending employee retirement, a tool inventory shall be completed no less than 30 days in advance of the effective retirement date.
- An employee reports to a supervisor an assigned tool cannot be located, or suspects the tool has been stolen/lost.

All supervisors are responsible for ensuring that their assigned employees have completed an annual tool inventory audit prior to their evaluation due date.

Supervisors are responsible for ensuring that the results of the inventory are documented in the employee's annual performance evaluation prior to submitting it to the manager for review.

If a lost or stolen report has been completed, it is the manager's responsibility to ensure a memorandum from the employee addressed to the FSB Director is provided for proper disposition. All pertinent information is required for the FSB Director to make a determination if the employee should be held financially responsible and/or if discipline is warranted for the loss of the Lost/Stolen tools.

### **SHOP TOOL INVENTORIES**

Supervisors are ultimately responsible for the location and tracking of all designated shop tools for their individual craft(s) at their assigned work location(s). All shop tools will be assigned to the supervisor through the FSB Warehouse and documented in Maximo. A current shop tool inventory list shall be maintained by the supervisor at all times.

A shop tool inventory audit shall be conducted when any of the following situations occur:

- When an annual Performance Evaluation for the assigned supervisor to which shop tools are assigned is due.
- Prior to supervisor re-assignment to an alternate work location, geographic region or unit. Upon completion of the shop tool inventory audit, tools will be transferred from the outgoing supervisor, to the incoming supervisor on the effective date of the transfer and documented in Maximo.

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## **• Unit Order: 2021-01 FSB REQUEST FOR CHANGE OF WORK LOCATIONS**

## OR SHIFT MOU STAFF

### PURPOSE OF ORDER:

The purpose of this unit order is to establish uniform procedures for employees working in the Power Plant, Engineering Group, to submit individual requests for re-assignment of work locations (geographic) and or requests for assignment to alternate work schedules.

### SCOPE OF ORDER:

This order shall apply to all Facilities Services Bureau (FSB) personnel currently working under MOU 401 Plant Operating Engineers and is inclusive of all related classifications under this agreement.

7193 – Stationary Engineer Helper

7198 – Stationary Engineer II

7200 – Stationary Engineer Controls Specialist

### ORDER:

FSB Power Plant staff members wishing to submit a request for a change in their work location or shift assignment shall complete such requests in writing on FSB's "Request for Assignment Change" (RAC) form and submit to their immediate supervisor.

RAC requests will be accepted beginning January 1 – January 31 of the current calendar year and additionally throughout the year per the needs of the Bureau. All requests submitted during the January period will be considered as received on the same date.

RAC's shall be submitted for required signatures and once obtained will remain valid until December 31, of the calendar in which it was received and shall expire thereafter. A new RAC form must be submitted each calendar year. A completed RAC form with authorized signatures, when returned to the employee, does not guarantee the granting of the vacancy, only that the request has been received for consideration.

A list of personnel with pending RAC requests will be made available to all Plant personnel and posted in each plant CRDF, MCJ, NCCF, TTCF, during the month of February. Requests received after January will not be shown on the provided list.

Requests for Assignment Change (Work Location) will be prioritized and determined utilizing the following criteria:

- For requests received after the initial annual request period in January, all subsequent requests will be considered by the earliest RAC submittal date received.
- If a tie in submittal information exists between two employees the additional criteria below will also be taken into consideration.
  - Department hire date.

- Department item appointment date.
- Special qualifications, does requester possess any specialized skills or craft knowledge related to the plant's equipment, functions and operation for the location being considered.

In the event an employee's RAC has been approved, the employee will be notified by their immediate supervisor of the approval. The employee will be provided a timeframe in accordance with existing MOU 401 requirements of the effective change and reporting date to the alternate work location.

An employee who elects to not accept an approved RAC request, will be removed from the pending list and the next employee will be contacted. The non-accepting employee will be required to resubmit any future requests for the current year and will receive a new date of request. All requests to cancel an existing RAC request shall be submitted by the employee via e-mail or in writing on the Department's Office Correspondence Memorandum form.

Requests for changes in work shift (day, afternoon, early morning, relief) either at their existing assigned site or an alternate location will be determined using the same criteria defined above for "Request For Assignment Change"

If a shift vacancy becomes available in any plant location, and no prior RAC form has been submitted for that vacancy, all plant employees will be notified via e-mail and additionally written notice shall be posted in each plant for a 10 day notification period. All requests received during this timeframe shall be considered as received at the same time and date. This procedure shall not prevent FSB management from providing temporary assignment of staff to any vacant position until a permanent assignment is determined.

In the event there is no employee willing to accept the shift vacancy, it will be filled with the plant employee with the lowest Department item appointment date seniority, provided they meet all shift requirements.

Probationary employees may submit a RAC request at any time during their probationary period. However, the effective date of their request, will be recorded and listed as the date of satisfactory completion of their probationary period.

An employee once granted a RAC request, will not be eligible to submit any additional request for a period of (12) month's duration. Any exceptions to said timeframe will be based upon the needs of the Department and or Bureau.

#### **NEW EMPLOYEE ASSIGNMENT:**

Newly hired engineers will be assigned to a day shift (relief engineer) position for a minimum period of two months duration (60 calendar days). This is done for purpose of training the employee to gain familiarity with Department expectations (MAXIMO, MPP, Time I and other Sheriff protocols). At the end of this time frame, the relief engineer position will become available. This vacancy remain open for a 10 day notification period, once the period has completed, there will be no bumping. All plant personnel will be notified via email of the pending open shift. If there is an existing RAC in place that was submitted during the open period, that engineer will have first option. If the tenured engineer requests and receives the position, the newly hired engineer will be assigned the vacated position.

#### **SUPERVISOR AND MANAGER:**

Plant Supervisors and Managers shall have responsibility to ensure when a vacancy occurs in a particular plant location or work shift, the noted procedures above are both communicated and followed when making decisions regarding employee work location and or shift assignments. Plant staff members will be provided with an adequate timeframe per management's discretion to communicate their interest and consideration for available vacancies within the Department.

Upon completion of the request submittal period, collection of the received "Request for Assignment Change" forms from all interested parties will be reviewed and discussed by the appointed FSB Manager(s) and Chief Engineer(s) and prioritized in accordance with the established criteria of this Unit Order.

Upon conclusion of the processes detailed in this Unit Order, FSB Management may at their discretion, select a staff member(s) to be placed at the vacant work location or shift. Notification to the individual employee and the effective date of the change will be made in accordance with MOU 401, Article 18, Paragraph D.

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## • **Unit Order: 2022-01 WORK PERFORMED ON NON-COUNTY / PRIVATE PROPERTY**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish policies, procedures, and management controls in regard to contracting services for work on non-County/Private property and the appropriate written documentation, permits and project inspection.

### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) personnel that are involved in the bid request, procurement process, project management, and supervision of all projects that involve the issuance of a purchase order for services on non-County/Private property, the oversight of said project, and the inspection of said project upon completion.

### **ORDER:**

When procuring services from outside Vendors/Contractors to complete work on non-County/Private property, FSB will secure a legally sufficient written agreement that expressly authorizes access to the property, permission to complete planned improvements/work, and address the terms and duration of access/use by the property owner.

- The proposed written agreement shall be presented to Los Angeles County Counsel for their input and review prior to any agreement between the parties.
- Proper County approvals and/or delegated authority from the Board of Supervisors will be sought prior to entering into the agreement. Agreements will be formally executed by personnel who are expressly authorized to contract on behalf of the Department/County to enter into such agreements.

Non-County/Private property projects that require local government permits and approvals will be identified prior to and during the planning process. FSB will consult with appropriate departments and agencies with subject matter expertise or jurisdiction when needed, and FSB will be required to ensure that the

Vendor/Contractor has obtained all required permits and approvals prior to commencing any work on private property. This includes compliance with any specific and/or specialized regulatory requirements.

- Vendor/Contractor quotes must specifically reference their obligation to obtain such permits, fees, and approvals; FSB Procurement will ensure this verbiage is added to the Purchase Order that is issued to the vendor.
- All copies of communication, permitting, fees, and approvals related to the project must be maintained as historical record in FSB's Maximo tracking system as well as the Countywide eCAPS system for reference.

The FSB Project Manager is responsible for the assurance of Vendor/Contractor compliance with all legal and regulatory requirements. This includes participation in the approval process, and at the completion of the job, prior to approving payment to the Vendor/Contractor; all pending invoices must be thoroughly reviewed as to assure all permitted work was completed within the approved scope.

The appropriate FSB staff are obligated to follow the "Non-County Service Contract" tracking checklist throughout the solicitation/procurement process and the completion of the project to ensure that all requirements have been met accordingly.

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## • **Unit Order: 2022-02 USE OF PORTABLE TABLET COMPUTERS INSIDE CUSTODY FACILITIES**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish policies, procedures, and management controls in regard to the use of a Department issued portable tablet computers within a custody facility.

### **SCOPE OF ORDER:**

This order shall apply to all Facilities Services Bureau (FSB) personnel that use or possess a Department issued portable tablet computer within a custody facility.

### **ORDER:**

The Department has permitted the deployment and use of a variety of portable computers for FSB personnel to utilize that include tablet, laptop style, and handheld devices. These devices are permitted to be carried and utilized as wireless communication devices within custody facilities (including station jails) as referenced in the Custody Division Manual.

The primary purpose of the use of these devices is to operate FSB's work management application (MAXIMO) and to utilize the video conference software (Teams) in order to communicate work order, projects, and general maintenance information. Personnel shall avoid recording inmates in the background of videos that require video conferencing whenever possible.

The Department issued wireless devices have the ability to record video, still images, photographs, and audio, however, the unauthorized use of these recording functions is prohibited. The Director of FSB shall delegate responsibility for this directive to the regional manager and supervisors to ensure compliance.

This unit order shall serve as a reminder the Department prohibits the recording, sharing, and streaming of media captured within a custody facility and activities that occur at a patrol station to any website, group, server, or account outside the Sheriff's Data Network.

This unit order does not allow an exemption for personnel to bring personal mobile phones, tablets, laptop or other handheld computer devices inside a custody facility, without the expressed written permission of the unit commander of the respective facility.

FSB personnel assigned a wireless device shall be responsible for safeguarding the device and its functions while in a custody facility, particularly around inmate housing and medical areas. FSB personnel shall be responsible for securing the device at all times in a manner consistent with securing assigned tools and assets. Reference FSB Unit Order 2014-02 for more information.

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## • **Unit Order: 2023-02 CLOSED CIRCUIT TELEVISION SYSTEMS (CCTV)**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish Facilities Services Bureau (FSB) policies to align with the Federal Prison Rape Elimination Act (PREA) and its potential impact to the safety of inmates being held within Departmental custody.

### **SCOPE OF ORDER:**

This order shall apply to all FSB personnel who are involved in the design, installation alteration, modification and replacement of Department operated Closed Circuit Television (CCTV) systems within the Department's custody facilities, station jail areas and other detainee holding areas.

### **ORDER:**

To assist in the Department's compliance with the guidelines described in PREA, Facilities Services Bureau has implemented the following procedures.

This unit order requires the following steps to be initiated and followed.

- Prior to the start of work, FSB personnel shall contact the Department PREA coordinator, to perform an initial review of any requests, plans, concept drawings or construction documents to provide input for the suitability of the installation and its compliance with PREA Standard Section 115.18 Upgrades to Facilities and Technology.

- When new or additional CCTV systems are required within custody areas, consideration shall be given as to the location and placement of cameras, the total number of cameras required for the given area, and the proposed viewing angle, to ensure the installation provides ample coverage of the viewed area and efforts are made to address the need to make all areas viewable where inmates are present or in transit.
- When necessary for CCTV camera equipment to be placed adjacent to inmate restrooms, showers or changing areas, the cameras shall be installed to maintain the privacy and dignity of the inmates.
- The overall FSB goal shall be to install, maintain and modify CCTV systems in accordance with Federal PREA guidelines. When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, FSB staff shall consider the effect of the design, acquisition, expansion, or modification upon the ability to protect inmates.

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## • **Unit Order: 2023-03 PROCEDURES AND GUIDELINES FOR THE USE OF DEPARTMENT ISSUED MOBILE PHONES**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish Facilities Services Bureau (FSB) policies, and standard procedures related to the use of Department issued mobile phones to carry out the mission and objectives of this Bureau.

### **SCOPE OF ORDER:**

The order shall apply to all FSB personnel who are issued a Department mobile phone.

### **ORDER:**

For the purposes of this order and its references, the terms mobile phone, cellular phone, and wireless device are used interchangeably. FSB has mandated the following policies and procedures:

- Employees shall ensure their mobile phones are kept securely, sufficiently charged daily, powered on, and in a usable/available status for the duration of the employees' work shift. The mobile phone shall be able to alert the employee i.e., audibly, when not on their person. This shall be in addition to periods of scheduled stand-by service and call-out duty but excludes employee lunch periods.
- Employees are expected to answer their phones for all known business-related contacts, when not immediately engaged in another task.
- The mobile phone voicemail function shall be set up upon initial issuance of the device and maintained in a manner to be available to receive incoming voice messages.
- The employee's voicemail recording shall properly identify them individually by name. The mobile phone shall be periodically monitored throughout the duration of the work shift for incoming messages or missed phone calls.

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- Employees are held to the standards of the Department's Manual of Policies and Procedures when communicating via the mobile phone text messaging, multimedia, or video call functionalities. Employees shall not transmit messages or communication which violates the Department's Policy of Equality or other Department policies. Communication that is determined to violate Department policies can result in disciplinary action.
  - Mobile phones and the included data services are intended for Department related business and are not authorized for use outside the United States without prior written approval from the unit commander and division chief.
  - Employees are reminded the possession of a wireless communication device or any device capable of recording audio, and/or video, within any secured area of a Custody Services Division facility is generally prohibited by Department policies and the law.
  - Lost or stolen mobile phones that are smartphones must be reported to the Department's Data Systems Bureau (DSB) Data Security immediately. It may be necessary to perform a remote data "wipe" from the device. Additionally, all lost or stolen mobile phones must be reported to the Department's Communication and Fleet Management Bureau (CFMB) logistics via email in accordance with Department policy.
  - Employees are reminded the use of a mobile phone is generally prohibited while operating a vehicle in accordance with existing Department policy and the law. It is the responsibility of the individual employee to ensure that the phone can be operated using a "hands-free" device that is in compliance with the law.
  - Personnel shall be aware of current Department policy that covers the use of personally owned mobile phones for Department related business.
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